



U.S. ARMY GARRISON HAWAII

Installation Management Command | We are the Army's Home

Finance Schofield Barracks

Mandatory Separation Finance Brief

BRIEFING FOR ETS / MEDICAL / RETIREMENT /
CHAPTERS

WEDNESDAYS

1300 HRS, Building 750 on the Lanai, Schofield Barracks

Soldiers will attend the briefing as soon as they receive their separation orders and not later than 10 days prior to their final reporting date to transition. Please bring the following documents with you to the Finance Briefing/Appointment if documents are not available you will be asked to come the

Mandatory Finance Brief Schedule 2020 (1300-1500)					
June:	17	24			
July:	1	8	15	22	29
August:	5	12	19	26	
September: (No Brief Sept. 9)	2		16	23	30
October: (No Brief Oct. 14)	7		21	28	
November: (No Brief Nov. 11)	4		18	25	
December:	2	9	16	23	30



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DOCUMENTS NEEDED TO OUT-PROCESS FINANCE

- SEPARATION ORDERS (2 COPIES)
- AMENDMENTED ORDERS (IF APPLICABLE – 2 COPIES)
- DA 31 (LEAVE FORM FOR TRANSITION LEAVE – 2 COPIES)
- MARRIAGE CERTIFICATE (WITHIN THE LAST 12 MONTHS)
- DIVORCE DECREE (WITHIN THE LAST 12 MONTHS – IF APPL)
- FLIGHT ITINERARY FOR YOU AND DEPENDENTS (REGARDLESS IF DEPENDENTS WERE COMMAND SPONSORED OR NOT)
- ARTICLE 15 (WITHIN THE LAST 12 MONTHS)
- CONFINEMENT ORDERS (WITHIN THE LAST 12 MONTHS)
- RELEASE ORDERS (WITHIN THE LAST 12 MONTHS)
- 4187 FOR AWOL/DRF/PRD/ (WITHIN THE LAST 12 MONTHS)

PLEASE NOTE: Finance (Rm 103) WILL be cleared PRIOR to your Final Out appointment on your clearance papers (RM 102). Reports to the Transition Center on your report date and time.

*****YOU MUST BE IN UNIFORM*****